

**SUMMARY OF THE
FIELD ACTIVITIES COMMITTEE MEETING
MAY 03, 2002**

The Field Activities Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met via teleconference on Friday, May 03, 2002 at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Dr. Barton Simmons of the California Environmental Protection Agency (EPA), DTSC, Hazardous Materials Laboratory led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss items that follow.

INTRODUCTION

Dr. Simmons called the meeting to order and took attendance.

MINUTES

The minutes of the April 15, 2002 teleconference were reviewed and accepted as amended.

REVIEW OF ACTION ITEMS

Field Measurements definition – Mr. Ed Hartman re-wrote the Field Measurements definition and sent the revision to Dr. Simmons. Dr. Simmons mistakenly sent the old definition to NELAP and the Program Policy and Structure committee and will therefore send the new definition to each.

Submittal of Chapter 7.2 – Mr. Hartman submitted Chapter 7.2 as well as Appendix A-Glossary to Dr. Simmons. Dr. Simmons will submit the Appendix to the Program Policy and Structure committee.

Federal Register Notice (FRN) - Dr. Simmons has not yet checked on the status of the FRN, but will do so when he submits the Standards. He will distribute via email.

Changes to the General Sampling Standards – It was suggested and agreed by all to change the word “closure” to the word “enclosure” in Section 7.2.1.c to be consistent throughout the text. Dr. Simmons mentioned that he made a few minor revisions from Mr. Hartman’s suggestions as well as comments from EPA Region II. Dr. Simmons will send the revised Standards to Region II for any further suggestions. The Standards will be submitted with these changes.

Small Laboratories Ad Hoc Committee - It was mentioned that the Environmental Laboratory Advisory Board (ELAB) has been discussing small laboratories and has formed a work group to develop a strategic plan in focusing on their concerns. Dr. Simmons will contact Ms. Jeanne Hankins to ask how the Field Activities Committee can be involved.

Source Emissions Standards Development – Though this item will not be looked at until 2003, it was decided it should be kept on the action items list.

OLD BUSINESS

Nomination Status - It was decided in the last teleconference who would be invited as the next contributing and voting member. To the committee's dismay, one of these individuals is not able to accept membership at this time. Along with the previous list sent to each committee member, new people have expressed interest in joining the committee. Many names were read, but no conclusions were made as to who should be invited to join the committee. Dr. Simmons will contact those who are not known to get a better idea of who would be a good fit for the committee. Dr. Simmons has also inquired whether people can be re-appointed to the committee once rotated out. He has not received an answer as of yet. Dr. Simmons will send out a list of revised recommendations to each committee member for their input.

Detailed Agenda for Annual Meeting – The submitted agenda is tentative and open for change. Any changes or suggestions need to be sent to Dr. Simmons by May 10, 2002.

Standards for NELAC Annual Meeting - This item was previously discussed in review of the action items.

Taxonomy Field Standards - There is a group of taxonomists that would like to establish Uniform National Standards for taxonomy. Discussion ensued regarding whether this issue is within the purview of the Field Activities Committee. It was mentioned that ELAB has set up a work group to target the concerns of non-participating NELAC laboratories, which this might fit into. The committee agreed to defer this discussion until NELAC 8 when they allot time for, "Priorities for Future Field Activities Standards".

NEW BUSINESS

Certification of Equipment - Calibration of the equipment being used in the field seems to be a problem. Some laboratories are having to throw out data because of inaccuracies. Manufacturers and suppliers are not responsible for this, but engineering and sampling firms will have to maintain the equipment. Some equipment doesn't come with operating instructions, which makes it difficult to know how to maintain. Section 7.1.6.b deals with calibration of equipment and what is required. Discussion ensued regarding how often calibration should be completed and/or the accrediting of manufacturers and those who provide the equipment. It was decided to defer this conversation until NELAC 8 when more time can be spent in research of this topic. Dr. Simmons will look through Chapter 5 for any sections that might relate and will present his findings at NELAC 8.

Field Sampling Requirements – It was mentioned that there have been many comments about the Field Sampling Standards and how they are greatly affecting Florida. It has been a big change that has created much commotion. The committee would like input from engineering firms in Florida, that are beginning to implement these changes, to assess what the input might be on a national basis. In 2003 the Field Activities Committee will petition the Board of Directors as well as ELAB to resume Source Emissions Standards Development.

ADJOURNMENT

There being no further business, Dr. Simmons adjourned the meeting.

NEXT MEETING

The next teleconference has been scheduled for Thursday, June 6, 2002, at 1:00 p.m. EDT.

**ACTION ITEMS
FIELD ACTIVITIES COMMITTEE MEETING
MAY 03, 2002**

Item No.	Action	Date to be Completed
1	Dr. Simmons will re-submit the Field Measurements definition without the phrase, "federal and/or state".	ASAP
2	Dr. Simmons will submit the Appendix Glossary to Mr. Ed Kantor as well as to the Program Policy and Structure Committee for proposal at NELAC 8.	ASAP
3	Dr. Simmons will check on the status of the Federal Register Notice (FRN) and will distribute via email.	ASAP
4	Dr. Simmons will revise and submit the Standards for NELAC 8.	05/03/02
5	Dr. Simmons will contact Ms. Jeanne Hankins regarding representation of a new Ad Hoc committee that represents small laboratories.	ASAP
6	Dr. Simmons will send out a list of revised recommendations for nomination on the committee to each member.	05/10/02
7	Send suggestions for the detailed agenda to Dr. Simmons.	05/10/02
8	Dr. Simmons will look through Chapter 5 for Standards pertaining to rental equipment and/or calibration and present his findings at NELAC 8.	NELAC 8
9	Petition BOD to resume Source Emissions Standards Development	2003

**LIST OF PARTICIPANTS
FIELD ACTIVITIES COMMITTEE MEETING
MAY 03, 2002**

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